**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pd:\_\_\_\_\_**

**True/False**

**Circle T if the statement is true or F if the statement is false.**

**T F 1.** Pressing the Enter key will indent the first line of a paragraph.

**T F 2.** An indent is the space between a paragraph and the document’s left and/or right margin.

**T F 3.** You can use the ruler to set tabs.

**T F 4.** A bar tab inserts a vertical bar line at the place indicated on the vertical ruler.

**T F 5.** Tab leaders are dotted, dashed, or solid lines that fill the space before a tab.

**T F 6.** The Clear Formatting command will only clear the fonts applied to the selected text.

**T F 7.** Horizontal alignment refers the position of text with regard to the top and bottom margins of a document.

**T F 8.** Centered vertical alignment aligns text between the top and bottom margin.

**T F 9.** Indents can be changed using the markers on the ruler.

**T F 10.** The shortcut to double-space a paragraph is Ctrl\_2.

**Multiple Choice**

**Select the best response for the following statements. Place the letter of the correct answer on the blank beside the question number.**

**\_\_\_\_\_1.** Which of the following is not a type of indent?

**a.** Hanging

**b.** Negative

**c.** Positive

**d.** First-line

**\_\_\_\_\_2.** Which word(s) refers to how text is positioned between the top and bottom margins of

the page?

**a.** Horizontal alignment

**b.** Vertical alignment

**c.** Justified

**d.** Line spacing

**\_\_\_\_\_3.** Which line spacing command sets the spacing at a fixed amount that Word does not adjust?

**a.** Exactly

**b.** Double

**c.** Multiple

**d.** At least

**\_\_\_\_\_4.** Where is the View Ruler button located?

**a.** In the Tabs dialog box

**b.** At the top of the vertical scroll bar

**c.** In the Paragraph group

**d.** All of the above

**\_\_\_\_\_5.** What does dragging a tab off the ruler do?

**a.** Moves it to another position

**b.** Turns it into a left-aligned tab

**c.** Clears it

**d.** Hides it from view

**\_\_\_\_\_6.** Bullets can be defined by adding a:

**a.** symbol.

**b.** box.

**c.** picture.

**d.** Both a and c

**\_\_\_\_\_7.** Which property of borders can be changed in the Borders tab of the Borders and

Shading dialog box?

**a.** Color

**b.** Width

**c.** Style

**d.** All of the above

**\_\_\_\_\_8.** The inverted L sets which tab on the ruler?

**a.** Left

**b.** Right

**c.** Center

**d.** Decimal

**\_\_\_\_\_9.** Which tab setting would you use to align a list of currency values?

**a.** Decimal

**b.** Center

**c.** Right

**d.** Decimal with leaders

**\_\_\_\_\_10.** Defining a New Number format applies to which of the following styles?

**a.** I, II, III

**b.** 1), 2), 3)

**c.** 1., 2., 3.

**d.** All of the above